University of Massachusetts at Boston

Bulletin

Issued Summer, 1989

A Commonwealth of Learning

25 years

Celebrating a quarter-century of urban education.

Continuing Education

Fall, 1989

Off-Campus and Saturday Program

UMass Boston

Division of Continuing Education

Harbor Campus

Boston, MA 02125-3393

Second Class

Postage is

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Boston, MA

02109

Credit and non-credit courses for your personal growth, professional development, and college degree requirements.

Evening classes in

Beverly
Bourne
Braintree
Downtown Boston
Franklin
Hanover
Hingham
Watertown
West Roxbury

Saturday classes at UMass/Boston's Harbor Campus and Downtown Center.

To learn more, call 929-7900.

How to Use this Bulletin

This Bulletin describes credit courses offered by UMass/Boston's Division of Continuing Education. These courses are offered during the evening at a number of off-campus sites, and—primarily on Saturday mornings—at the University's Downtown Center and Harbor Campus. Schedule information for each course appears in the course description section that begins on page 4, and also in the listing of courses by location that begins on page 8. The academic calendar and registration procedures outlined on pages 2 and 3 apply only to Continuing Education credit courses. The academic calendar and registration procedures for the Division's special programs are described in the section called "Special Programs" beginning on page 10.

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Continuing Education Credit Courses: Academic Calendar, Site Locations

Registration Deadline	September 5
Late Registration*	September 6–7, or first class meeting
Saturday Classes Begin	September 9
Off-Campus Classes Begin	Week of September 11
Add/Drop Deadline	September 22
Holidays	October 9 November 11 November 23–25
Midsemester	October 23
Pass/Fail Deadline	November 3
Withdrawal Deadline	November 3
Saturday Classes End	December 2
Off-Campus Classes End	Week of December 4
Final Exams for Saturday Classes	December 9
Final Exams for Off-Campus Classes	Week of December 11

Spring 1990 Registration Deadline	January 26
Spring 1990 Saturday Classes Begin	February 3
Spring 1990 Off-Campus Classes Begin	Week of February 5
Final Exams for Spring 1990 Saturday Classes	May 19
Final Exams for Spring 1990 Off-Campus Classes	Week of May 21

*$25 late fee. (For details, see "Late Registration", page 3.)

Courses for the fall semester will be offered at the following locations:

UMass/Boston Harbor Campus

UMass/Boston Downtown Center
Arlington & Stuart Streets
(Park Plaza) Boston

Beverly
North Shore Regional Vocational High School
20 Balch Street

Bourne
Upper Cape Cod Vocational Technical High School
220 Sandwich Road

Braintree
Braintree High School
128 Town Road

Cambridge
Cambridge Rindge and Latin School
459 Broadway

Franklin
Tri-County Regional Vocational Technical High School
147 Pond St.

Hanover
South Shore Regional Vocational Technical High School
Webster Street

Hingham
Hingham High School
41 Pleasant Street

Lowell
Lowell High School
30 Kirk Street

Watertown
Watertown High School
51 Columbia Street

West Roxbury
West Roxbury High School
1205 V.F.W. Parkway

For information on registration, see "Registering for Continuing Education Courses", page 3.

Please Note: Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Registration Form for Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ — ___ — ___ UMass/Boston ID # (if any).

Name Last First Middle Initial

Address No. Street City State Zip

Student Status

○ Undergraduate ○ Graduate Bachelor's Degree Received From

Current UMass/Boston student?

○ Special ○ Matriculated Major

Studying in UMass/Boston's RN Program?

○ Special ○ Matriculated

Student at other college or university?

○ Yes ○ No If Yes, where?

Sex

○ Male ○ Female

Date of Birth Mo Day Year

Residency Status

○ In State ○ Out of State ○ Foreign

Veteran Status

○ Veteran ○ Non-veteran

Student Visa

○ Yes ○ No

Daytime Phone: ( )

Evening Phone: ( )

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $65.00 +		=
					× $65.00 +		=
					× $65.00 +		=
					× $65.00 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

○ VISA ○ MasterCard
○ Check ○ Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date:

Batch: Bank No.

Course Fee

Undergraduate	$65.00/credit
Graduate	$80.00/credit

Please Note:

This form is to be used only when registering for Continuing Education *credit* courses, offered evenings off-campus and Saturdays at the University's Downtown Center. For non-credit, special programs, please use the special program registration form. For information about registering for Extended Day (on-campus evening) courses, see page 3.

Please calculate payment below.

Course and Lab Fees (total)	
Total Service Fees	$25.00
Subtotal	
Late Fee (if applicable)	$25.00
Total Payment Enclosed	

When you use this form to register by mail, your cancelled checks will be your receipt.

Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has undertaken a special commitment to those adults beyond traditional "college age" who have daytime obligations and responsibilities at work and at home. This commitment is demonstrated by the evening off-campus, Saturday morning, and summer course offerings of the Division of Continuing Education, and by the University's Extended Day schedule of late afternoon and evening courses offered at the Harbor Campus. Many courses are open both to degree-seeking (matriculated) students and to non-degree-seeking students. UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer classes to suit their individual needs.

● Continuing Education Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturday mornings. These courses are particularly suited to the needs of the adult who may wish to begin or return to a previously interrupted college educational experience. The program also schedules courses specifically for nurses and for vocational educators.

● Special Programs

The Division of Continuing Education also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor. Finally, through a special program in cooperation with the University of Rhode Island's Graduate School of Library and Information Studies, the Division of Continuing Education offers, for credit, courses in Boston that meet requirements for the University of Rhode Island's master's degree in Library and Information Studies.

● Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus and Downtown Center. Summer session courses provide an opportunity for degree-seeking students to accelerate their progress, and for both degree-seeking and non-degree-seeking students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

● Extended Day Courses

Through the Extended Day Program, a wide variety of undergraduate and graduate courses is offered from 4:00 to 10:00pm at the University's Harbor Campus. These courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. A number of undergraduate majors and graduate programs can be completed by students taking courses entirely within the Extended Day schedule. However, many students also enroll for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

How to Learn More

● Continuing Education Courses

For further information about evening off-campus, Saturday, or summer courses offered through the Division of Continuing Education; and for information about all special programs, please call Mary Lang Crumlin in the Division of Continuing Education at 929-7900. Ms Crumlin is available for advising during the day or evening, by appointment, at the Division of Continuing Education's Harbor Campus Office (Wheatley Hall, 2nd floor, room 203).

● Extended Day Courses

For further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Office of New Student Services at 929-8600.

● Admission to the University

For further information about admission requirements for older students, or for general information about admissions, call UMass/Boston's Admissions Office at 929-8000.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination in all its policies and programs, on the basis of race, color, sex, age, religion, national origin, sexual orientation or preference, handicap condition, or veteran status. All inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Affirmative Action, University of Massachusetts at Boston, Harbor Campus, Boston, MA, 02125 (617 929-7075). Inquiries regarding the application of the non-discrimination policy may also be directed to the Coordinator or the Assistant Secretary for Civil Rights, US Department of Education.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Registering for Continuing Education Courses

● Who May Enroll

UMass/Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass/Boston. Please see the regulations on page 10 governing newly adopted academic retention standards for degree-seeking and non-degree-seeking students.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to remain part-time. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace. *All UMass/Boston courses offered for credit, during the fall, the spring, or the summer semester, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.*

● Registration by Mail or Telephone

Registration in advance by mail or telephone is the preferred method of enrolling in Continuing Education courses. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

To register by mail, fill out the form on the opposite page. Full payment must accompany the registration form. (See "Payment of Course and Service Fees," page 4)

To register by telephone, you must charge fees to a MasterCard or VISA account. Please call 929-7933.

● Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. *Please note: For your convenience, you may register at any site listed for courses offered there or at any other location.* If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

UMass/Boston Harbor Campus
Division of Continuing Education
2nd Floor, Wheatley Hall
Room 203
Mondays–Thursdays, 8:30am–7:00pm
Fridays, 8:30am–4:00pm

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Plaza), Boston
August 26
10:00am–12:00noon

Braintree
Braintree High School
128 Town Road
August 31
6:00–8:00pm

Hingham
Hingham High School
41 Pleasant Street
September 5
4:00–7:00pm

West Roxbury
West Roxbury High School
1205 V.F.W. Parkway
September 5
6:00–8:00pm

Full payment by check or credit card is due at the time of registration. Cash payments, to be made at the Bursar's Office on UMass/Boston's Harbor Campus, can be accepted only for walk-in registration at the Continuing Education Office.

To avoid paying a $25.00 late fee, you must register, by mail, by telephone, or in person, by September 5.

Registering for Continuing Education Courses Continued

Late Registration

Late registration for Continuing Education courses will take place September 6–7 at the Continuing Education Office on UMass/Boston's Harbor Campus (Wheatley Hall, 2nd floor, room 203) from 9:00am to 7:00pm, and during the first class meeting at all other locations. For your convenience, you may register late at the Continuing Education Office for courses offered at any site.

Mathematics Placement Test

Students registering for any mathematics course must first take a diagnostic test to assure proper placement. The diagnostic test can be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken at any location during walk-in registration periods as designated in the schedule above.

English Placement Test

To ensure appropriate placement, each student is required to take an English Placement Test before being admitted to English 101. The test may be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken at any location during walk-in registration periods as designated in the schedule above.

Course and Service Fees

Undergraduate Course Fee	$65.00 per credit
Graduate Course Fee	$80.00 per credit
Registration Fee	20.00
Educational Service Fee	5.00
Late Registration Fee (when applicable)	25.00
Bad Check Fee (when applicable)	25.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:
Please make checks payable to the University of Massachusetts at Boston—Continuing Education. A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $25.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:
The University of Massachusetts at Boston will accept payment by Master Card or VISA for all course and service fees. The minimum acceptable Master Card or VISA payment is $25.00. Please fill out the appropriate section of the registration form when registering by mail.

Cash:
Cash payments can be made ONLY at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M–F 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form. Please note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies:
If a student's charges are to be paid by an outside agency, his or her registration must be accompanied by a payment authorization form from that agency unless one is already on file in the Bursar's Office. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor course fee waivers and remission of course fees for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $65.00 per undergraduate credit and $80.00 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: the policy is not retroactive. See the academic calendar for appropriate registration times. Vietnam-era veterans are eligible for course fee waivers under the following conditions:

1) They must be matriculated in a program leading to a degree or certificate.
2) They must have not used their course fee waiver for more than 130 credits.
3) If they did not enter the service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4) They must have their registration form approved by UMass/Boston's Veterans Affairs Office.

Senior citizens are eligible for a waiver of all fees upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Most full-time state employees are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission). State employees wishing to determine if they are eligible for a tuition remission should contact their personnel office.

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division cannot honor waivers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

The Career Enhancement Certificate Program

The Program

The Division of Continuing Education's Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. In addition, students whose specific educational goals are not yet decided may find that the courses in the CEC sequence provide for them a solid foundation on which to build a future academic or professional program of study. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility

The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, who have qualified for Math 110 by taking UMass/Boston's Math Placement test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements

The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, students are expected to complete twenty-seven hours of required or elective courses, in order to receive the certificate.

Admission

Students wishing to participate in the CEC program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and more information about the Career Enhancement Certificate program can be obtained by calling the Division of Continuing Education at 929-7900. Advisors are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites

Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites; and students may take some CEC courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Certificate

Prerequisite: Engl 101
The suggested sequence for CEC courses is:

MGT 130	Introduction to Business
Math 110	Basic Algebra
Econ 101	Introduction to Microeconomics I
Engl 102	Freshman English II
AF 210	Financial Accounting
Engl Z106	Oral Communication
AF 211	Managerial Accounting
Engl 215	Intermediate Composition
MS 110	Introduction to Computers in Management*

Electives:
A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an advisor from the Division of Continuing Education.

*Available only during the Harbor Campus summer sessions.

Continuing Education Courses: Descriptions, Times, Places

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about Continuing Education courses is also organized according to course locations (see pages 8–9).

A Note About Course Designations

Please note that many courses described below fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also meet the College's Core Requirement. Although they are open to non-degree-seeking students, all of the "distribution courses" meet specific requirements for CAS degree-seeking students. *To be sure they take distribution courses that will meet their own particular degree requirements, all CAS degree-seeking students should, before registering, pick up advising materials concerning distribution requirements from the CAS Office of Academic Support and Advising (McCormack Hall, 3rd floor, Room 625; 617 929-8220).* Materials concerning the CAS writing proficiency requirement are also available from this office.

The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate. These courses are also open to other students.

A Note About Room Locations for Courses at the Harbor Campus

Information about room locations for Saturday courses at the Harbor Campus will be available the first day of classes at the Information Desk in the lobby of the McCormack Building.

Math Placement Test

It is greatly to the advantage of the student to be placed in the proper course. Students are advised to consult course descriptions for prerequisites and equivalents before registering for math courses. To ensure placement in the right course, each student is required to take a Math Placement Test before being admitted to a course that requires this test, as indicated in its description (all math courses listed in this bulletin require the test). This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. The diagnostic test can be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken at any location during walk-in registration periods as designated in the registration schedule on page 3.

Academic Skills

Academic Skills 034
Fundamentals of Algebra

This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions— their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation and proportions.
Prerequisite: Math Placement Test only.
Note: The fee for this two-credit course is $195.

Braintree: TuTh 6:30-7:45pm, 2 Credits, Sched No 334459

Additional courses in mathematics are described on page 6.

Accounting and Finance

AF 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 333306
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 333356
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 333403
Downtown Center: M 6:00–8:30pm, 3 Credits, Sched No 333411

AF 211
Managerial Accounting

Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 333607

Related Program

The Auditor's Institute

The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 12 for further information.

American Studies

AmSt 205
The Fifties

The course considers the culture of the 1950s, including writers like Kerouac, Ellison, Hemingway, and Miller, and phenomena such as the Cold War, McCarthyism, and the "other-directedness" that supposedly dominated the period. The work of social scientists like Riesman and Galbraith is considered, as well as that of novelists and playwrights.
Distribution Area: Historical and Cultural Studies.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 334051
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 334001

AmSt C206
The Sixties

The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attacked them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.
Distribution Area: Historical and Cultural Studies.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 333801

Art

Art C100
Language of Art

The course teaches students to begin to understand the processes of artistic creation. It enables the student to grasp the expressive content of works of art in a wide variety of media and to analyze how the artist creates his/her effect. It is not a historical survey. Through lectures, discussions, field trips, and museum visits, the student studies paintings, sculptures, and buildings, with examples chosen as often as possible from the Boston area. The course addresses such concepts as rhythm, pacing, elements of stability versus change, and the possibilities of differing interpretations of subject matter through formal variations. It offers a solid introduction to the arts by developing the student's ability to see, and to analyze formed viewed as the result of aesthetic and interpretive decisions.
Distribution Area: The Arts.

Harbor Campus: S 8:30-11:00am, 3 Credits, Sched No 334255

Biology

Biol 101
Basis of Life

The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.
Distribution Area: Natural Sciences

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 334653

Biol 108
Introduction to Nutrition

Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 334857
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 334904

Biol 111
General Biology I

An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Distribution Area: Natural Sciences.

West Roxbury: MW 6:00–9:00pm, 4 Credits, Lab fee: $20.00, Sched No 335104

Chemistry

Chem 107
Introduction to Chemistry I

A survey of the theoretical principles of general inorganic chemistry. Topics include atomic and molecular structure, bonding, chemical reactions, solution, pH, stoichiometry and radiochemistry.
Distribution Area: Natural Sciences.

Braintree: TuTh 6:00–9:00pm, 4 Credits, Lab fee: $35.00, Sched No 335308

Economics

Econ 101
Introduction to Microeconomics

A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment and other topics. (CEC)
Distribution Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 336451
Downtown Center: M 6:00–8:30pm, 3 Credits, Sched No 336508
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 336558

English

Note: Freshman English (English 101 and 102) is prerequisite for all English courses above the 100 level. These requirements may be modified or waived for certain courses; see the following course descriptions for such changes. The student who is strongly motivated to take a course for which he or she has not satisfied the prerequisites should contact the instructor for advice and permission. It is greatly to the advantage of the student to be placed in the proper course. To ensure placement in the right course, each student is required to take an English Placement Test before being admitted to English 101. The test may be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule. The test can also be taken at the Continuing Education Office on the University's Harbor Campus anytime between 10:00am and 4:00pm Monday through Friday. Please make an appointment by calling 929-7900.

Engl 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Hingham: MW 6:30–7:45pm, 3 Credits, Sched No 338152
West Roxbury: MW 6:30–7:45pm, 3 Credits, Sched No 338259
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 338209

Engl 102
Freshman English II

Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (CEC)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.
Prerequisite: Engl 101.

Braintree: TuTh 6:30–7:45pm, 3 Credits, Sched No 338453
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 338550
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 338500

Engl Z106
Oral Communication

This course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions, and other activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem-solving and decision-making, formal elements of speech-making, and the evaluation of one's own and others' public messages.
Please note: The designation "Z" indicates that this 100- or 200-level CAS course is NOT a distribution course.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 338754
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 338801

Engl C204
The Nature of Literature: Fiction

An introduction to various critical approaches to the understanding and appreciation of fiction. Close reading of short stories and novels with special attention to the language and forms of fiction, as well as the writing of critical and interpretive papers. Comparison of fiction both to the visual arts (e.g., point of view, setting, imagery) and to music (e.g., prose rhythm, duration, thematic repetition, and variation). Attention to developing a sense of the milieu in which an artist works.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 337758

Engl C210
Introduction to Creative Writing

An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing is submitted weekly and discussed in class.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 337952

1867
The New England Conservatory of Music is founded in Boston.

The images in this publication illustrate the founding of important educational and cultural institutions in Massachusetts.

Geography/Earth Science

GES 225
Weather and Climate
Atmospheric processes forming the basis for weather patterns and climatic development on a global scale. Major topics include earth-sun relationships, heating and cooling of the atmosphere, atmospheric circulation, pressure patterns, air mass formation and frontal systems, vertical zonation of climate, and the Koppen System for evaluating and classifying climatic phenomena.
Prerequisite: Sophomore standing.
Distribution Area: Natural Sciences.

Downtown Center: Th 6:00–8:30pm, 3 Credits, Sched No 338827

GES 227
Marine Resources
Major emphasis on the commercial invertebrates (mainly fish) with respect to their distribution, methods of catching, and commercial values. Minerals, energy, and transportation are also examined as marine resources.
Distribution Area: Natural Sciences.

Hingham: Tu 6:30-9:00pm, 3 Credits, Sched No 339001

History

Hist C112
Modern Western Civilization
This course traces the major political, economic, and cultural changes which have shaped Western society from the Enlightenment to the present. Special attention is given to the critical analysis of primary source materials.
Distribution Area: Historical and Cultural Studies.

Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 339205

Hist 265
American History I
Introduces students at the intermediate level to the study of American history before 1877. Subject matter encompasses virtually all aspects of American society, and the interrelationship among social structure, economic development, everyday life, culture, and formal politics is explored throughout the course. Special attention is given to the nature of historical inquiry.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 339409
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 339459

Related Program

Library and Information Studies
By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers, each semester, credit courses meeting requirements for a University of Rhode Island Master's degree in Library and Information Studies. Please see page 10 for further information.

Linguistics

Ling Z151
Elementary American Sign Language I
This course provides an introduction to American Sign Language with emphasis on receptive skills, vocabulary, and grammar. It introduces the linguistics of ASL, and seeks to help participants develop, through readings, videotapes, and appearances by guest speakers, an awareness of issues important to the Deaf community. The course includes time in class and in videotape lab.

Harbor Campus: MTh 5:00–6:15pm, 3 Credits, Sched No 340913

Ling Z152
Elementary American Sign Language II
A continuation of Ling Z151 with emphasis on receptive and expressive skills.
Prerequisite: Ling Z151 or permission of instructor.

Harbor Campus: TuTh 7:30–8:45pm, 3 Credits, Sched No 340939

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 341600
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 341650

Related Program

The Auditor's Institute
The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 11 for further information.

Mathematics

To insure proper placement in mathematics courses, the University requires students to take a placement test prior to course enrollment. The test may be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule. The test can also be taken anytime between 10:00am and 4:00pm Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900.

Academic Skills 034
Fundamentals of Algebra
This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation and proportions.
Note: The fee for this two-credit course is $195.
Prerequisite: Math Placement Test only.

Braintree: TuTh 6:30–7:45pm, 2 Credits, Sched No 334459

Math 110
Basic Algebra
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)
Note: No student will receive graduation credits for Math 110 if it is taken after successful completion of Math 124 or 130 or a higher math course.
Prerequisite: Math Placement Test only.
Distribution Area: Mathematics and Computer Languages.

Braintree: Tu 6:20–9:10pm, 3 Credits, Sched No 341058
Harbor Campus: S 8:30–11:15am, 3 Credits, Sched No 341105
West Roxbury: Tu 6:20–9:10pm, 3 Credits, Sched No 341155

Math 125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math 125 if it is taken after successful completion of Math 345 or 645. Not open to mathematics majors.
Prerequisite: Math Placement Test or Math 110.
Distribution Area: Mathematics and Computer Languages.

West Roxbury: W 6:20–9:10pm, 3 Credits, Sched No 341359
Harbor Campus: S 11:30am–2:15pm, 3 Credits, Sched No 341406

Related Program

Microcomputer Workshops
Please see page 12 for descriptions of special non-credit workshops for new users of microcomputers.

Nursing

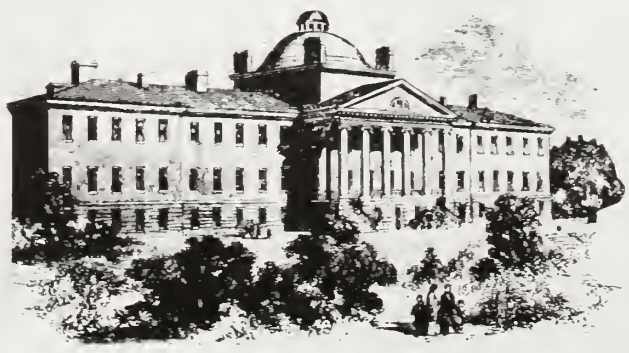
A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the off-campus and Saturday program. While such courses are open to all who meet the prerequisites, formal admission to the School of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Mr Segelman at the School of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resulting in the symptoms of disease. Topics include various body systems, such as the cardiovascular, renal, respiratory, and endocrine.
Prerequisites: Biol 111, 207.
Corequisite: Biol 208.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 342957

Nurs 314
Pharmacology
The course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs not commonly used in clinical settings.
Prerequisite: Nurs 201.
Corequisite: Nurs 302.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 343157



1811
Massachusetts General Hospital is incorporated in Boston; it has become one of the foremost teaching hospitals in the world.

Occupational Education

OccEd 201
Fundamentals of Occupational Education
This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, information about federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: M 5:00–7:30pm, 3 Credits, Sched No 347559
Hanover: M 5:00–7:30pm, 3 Credits, Sched No 347656
Watertown: M 5:00–7:30pm, 3 Credits, Sched No 347606
Bourne: Tu 5:00–7:30pm, 3 Credits, Sched No 347703
Franklin: W 5:00–7:30pm, 3 Credits, Sched No 347753

OccEd 202
Management of the Vocational Education Environment
This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

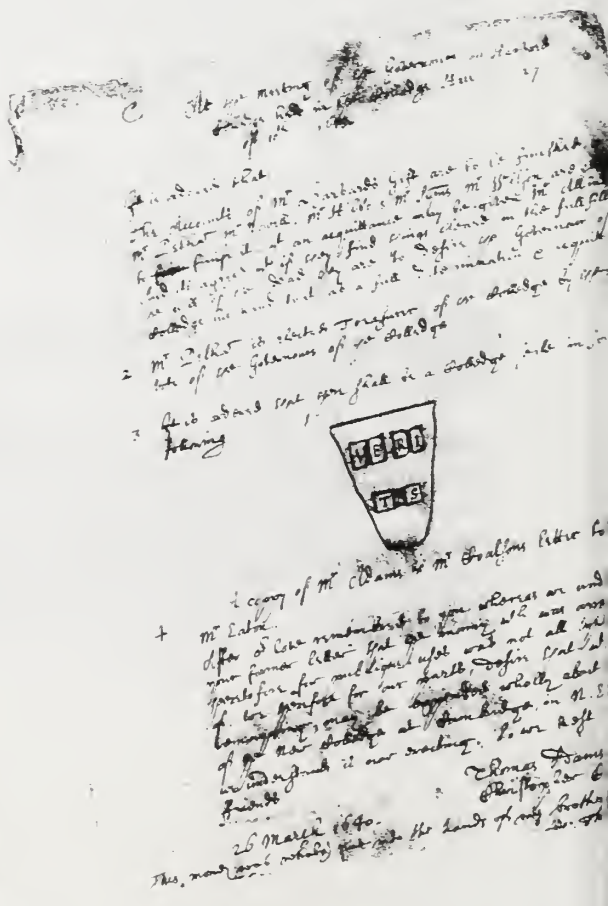
Beverly: M 7:30–10:00pm, 3 Credits, Sched No 347957
Hanover: M 7:30–10:00pm, 3 Credits, Sched No 348050
Watertown: M 7:30–10:00pm, 3 Credits, Sched No 348000
Bourne: Tu 7:30–10:00pm, 3 Credits, Sched No 348107
Franklin: W 7:30–10:00pm, 3 Credits, Sched No 348157

OccEd 203
Teaching Methods in Vocational Education I
This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: Tu 5:00–7:30pm, 3 Credits, Sched No 348351
Watertown: Tu 5:00–7:30pm, 3 Credits, Sched No 348408
Hanover: Tu 5:00–7:30pm, 3 Credits, Sched No 348458

OccEd 205
Curriculum Development in Occupational Education
This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: Tu 7:30–10:00pm, 3 Credits, Sched No 348652
Watertown: Tu 7:30–10:00pm, 3 Credits, Sched No 348709
Hanover: Tu 7:30–10:00pm, 3 Credits, Sched No 348759



1636
Harvard University is founded. Here is the original design for the Harvard seal (1643).

OccEd 206
Supervised Internship
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor. The course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Note: The fee for this three-credit course is $250.00.

Beverly: W 5:00–7:30pm, 3 Credits, Sched No 348953
Watertown: W 5:00–7:30pm, 3 Credits, Sched No 349006
Hanover: W 5:00–7:30pm, 3 Credits, Sched No 349056

IndArts 220
Graphic Arts I
This course is an introduction to the printing field and covers all phases of two major processes: letterpress printing and offset printing. (Silkscreen printing will be briefly discussed.) Hands-on experience will be part of the learning process, and each student will work to complete a printing project.
Prerequisite: IndArts 210.

Cambridge: Tu 3:00–5:30pm, 3 Credits, Sched No 339653

IndArts 230
Electronics I
Introduction to basic AC DC circuit theory. Topics included are resistors, parallel series combinations, voltage generation and sources. Ohm's Law, equivalent circuits, electromagnetic principles, measuring techniques and instruments, inductors. capacitors, R-C time constants, average and RMS values of sine waves, AC circuit analysis, and resonance circuits. The course also includes laboratory experiments to reinforce theoretical concepts, and some electronic circuit assembly.
Prerequisite: IndArts 210

Lowell: Tu 3:00–5:30pm, 3 Credits, Sched No 340256

Philosophy

Phil 100
Introduction to Philosophy
An introductory examination of the problems and scope of philosophy.
Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 343953

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Distribution Area: Philosophical and Humanistic Studies.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 343759

Physical Education

PE 221
First Aid/CPR
Students completing this course fulfill the requirements of the American Red Cross for the Standard First Aid and Safety Certificate and the Basic Life Support Cardiopulmonary Resuscitation Certificate. The course also presents basic techniques in athletic training.
Note: The fee for this two-credit course is $195.00

Harbor Campus: S 8:30–11:00am, 2 Credits, Sched No 343351

PE 256
Lifetime Fitness
This course helps individual students establish, evaluate, and maintain an appropriate and desirable level of fitness. The focus is on individualized instruction that also takes into consideration the needs of the disabled, the elderly, the overweight, and pregnant women. The course includes both lecture and laboratory components.
Note: A release from a physician is required for students who are over 35 years old or disabled.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 343555

Political Science

PolSci C122
Government and Politics of the United States
The three main branches of the national government, federalism, political parties, interest groups, and governmental functions.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 344153

Psychology

Psych 101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion.
Distribution Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 344357
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 344404

Psych 200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Downtown Center: W 6:00–8:30pm, 3 Credits, Sched No 344608
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 344616

Psych 241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis is placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 344802
West Roxbury: M 6:30–9:00pm, 3 Credit, Sched No 344852

Psych 242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course also focuses on major problems and characteristics of adolescents in modern society.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 345052
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 345109

Sociology

Sociol 101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 345557

Sociol C140
Life Cycle
This course focuses on youth, adulthood, and old age; it examines the way in which, during different stages in life, different kinds of relationships rise and fall in importance. It considers the meaning of work at different stages and, in general, how individuals and groups cope with change.
Distribution Area: Social and Behavioral Sciences.
Prerequisite: Sociol 101.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 345303
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 345353

Sociol 342
Aging & Society
An examination of theories and research on aging and society. The course is organized into two sections. The first explores the general relationship of the aging process and the aged to the social, economic, and political systems in a youth-oriented and work-oriented society. The second draws upon cross-national and cross-cultural material.
Prerequisite: Sociol 101.
Distribution Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 345751

Related Program

Alcoholism/Chemical Dependency Treatment Services
The Alcoholism/Chemical Dependency Treatment Services Program is a non-credit professional development sequence of courses designed for those working or interested in working in the field of alcoholism/chemical dependency treatment.

Spanish

Span 105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which focuses on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Distribution Area: Foreign Languages.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 345955

Women's Studies

WoSt C150
Women, Culture and Identity
An introductory-level course examining the origins of present attitudes about women, the situation of women in patriarchal cultures, and efforts by women to achieve a self-defined female identity. Drawing on materials from myth, religion, philosophy, anthropology, feminist analysis, literature, and autobiography, the course investigates cultural beliefs about woman's "nature" and role at different times and places, as well as attempts to explain the origins and persistence of woman's subordination, and women's efforts to define a new identity through political and creative activity.
Distribution Area: Social and Behavioral Sciences.

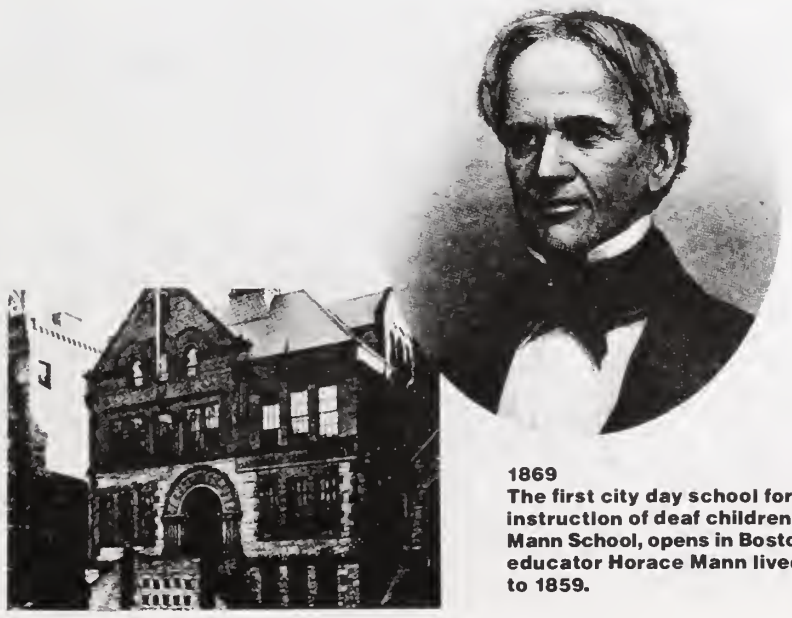
Hingham: W 6:30–9:00pm, 3 Credits, Sched No 346503

WoSt 180a
Women, Work and Stress
Paid work. Housework. Wife work. Mother work. Women's work is never done and is a primary source of stress and illness, a possible source of joy and well-being. This course explores relationships among women's work experiences, stress, and their health. Special attention is given to class members' own work and stress issues.

Downtown Center: Sep 9–Oct 28, S 11:30am–2:00pm, 2 Credits, Sched No 346707

WoSt 180b
Women and Addiction
This course examines various theories of addiction and explores their adequacy for explaining women's troubled relationships with substances such as alcohol, drugs, or food. The course also examines women's problems with "addicted" family and friends.

Downtown Center: Nov 4-Dec 16, S 11:30am–2:00pm, 1 Credit, Sched No 346901



1869
The first city day school for the oral instruction of deaf children, the Horace Mann School, opens in Boston. The great educator Horace Mann lived from 1796 to 1859.

1852
The Boston Normal School, eventually to become Boston State College and then to become part of UMass/Boston, opens in its first home, the Adams Schoolhouse.

Schedule of Off-Campus and Saturday Courses by Location

Please note: If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

Dept.Code, No.
Title
Lab Fee

Day(s), Time
Credits
Schedule Number

Beverly
North Shore Regional
Vocational High School
20 Balch Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00-7:30pm 3 Credits 347559
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30-10:00pm 3 Credits 347957
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00-7:30pm 3 Credits 348351
OccEd 205 **Curriculum Development** **in Occupational Education**	Tu 7:30-10:00pm 3 Credits 348652
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00-7:30pm 3 Credits 348953

Bourne
Upper Cape Cod Regional
Vocational High School
20 Sandwich Road

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	Tu 5:00-7:30pm 3 Credits 347703
OccEd 202 **Management of the** **Vocational Education** **Environment**	Tu 7:30-10:00pm 3 Credits 348107

Braintree
Braintree High School
128 Town Road

On-site registration: August 31, 6:00-8:00pm*

Academic Skills 034 **Fundamentals of Algebra** Note: Course fee $195.	TuTh 6:30-7:45pm 2 Credits 334459
AF 210 **Financial Accounting**	M 6:30-9:00pm 3 Credits 333306
AmSt C206 **The Sixties**	M 6:30-9:00pm 3 Credits 333801
Biol 108 **Introduction to Nutrition**	W 6:30-9:00pm 3 Credits 334857
Chem 107 **Introduction to Chemistry I** Lab fee: $35.00	TuTh 6:00-9:00pm 4 Credits 335308
Engl 102 **Freshman English II**	TuTh 6:30-7:45pm 3 Credits 338453
MGT 130 **Introduction to Business**	W 6:30-9:00pm 3 Credits 341600
Math 110** **Basic Algebra**	Tu 6:20-9:10pm 3 Credits 341058
Nurs 314 **Pharmacology**	Tu 6:30-9:00pm 3 Credits 343157
Phil C108 **Moral and Social Problems**	Th 6:30-9:00pm 3 Credits 343759
Psych 101 **Introduction to Psychology**	Th 6:30-9:00pm 3 Credits 344357
Psych 242 **Adolescence**	W 6:30-9:00pm 3 Credits 345052
Sociol 342 **Aging and Society**	Th 6:30-9:00pm 3 Credits 345751

Cambridge
Cambridge Rindge and Latin School
459 Broadway

No on-site registration: Advance registration by mail or telephone only.

IndArt 220 **Graphic Arts I**	Tu 3:00-5:30pm 3 Credits 339653

Franklin
Tri-County Regional Vocational
Technical High School
147 Pond Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	W 5:00-7:30pm 3 Credits 347753
OccEd 202 **Management of the** **Vocational Education** **Environment**	W 7:30-10:00pm 3 Credits 348157

Hanover
South Shore Regional Vocational High School
Webster Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00-7:30pm 3 Credits 347656
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30-10:00pm 3 Credits 348050
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00-7:30pm 3 Credits 348458
OccEd 205 **Curriculum Development** **in Occupational Education**	Tu 7:30-10:00pm 3 Credits 348759
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00-7:30pm 3 Credits 349056

Hingham
Hingham High School
41 Pleasant Street

On-site registration: September 5, 4:00-7:00pm*

Econ 101 **Introduction to** **Microeconomics**	Tu 6:30-9:00pm 3 Credits 336451
Engl 101** **Freshman English I**	MW 6:30-7:45pm 3 Credits 338152
Engl 106 **Oral Communication**	W 6:30-9:00pm 3 Credits 338754
GES 227 **Marine Resources**	Tu 6:30-9:00pm 3 Credits 339001
Hist 265 **American History I**	M 6:30-9:00pm 3 Credits 339409
Psych 241 **Infancy and Childhood** **Development**	Tu 6:30-9:00pm 3 Credits 344802
WoSt C150 **Women, Culture and** **Identity**	W 6:30-9:00pm 3 Credits 346503

Lowell
Lowell High School
50 French Street Extension

No on-site registration: Advance registration by mail or telephone only.

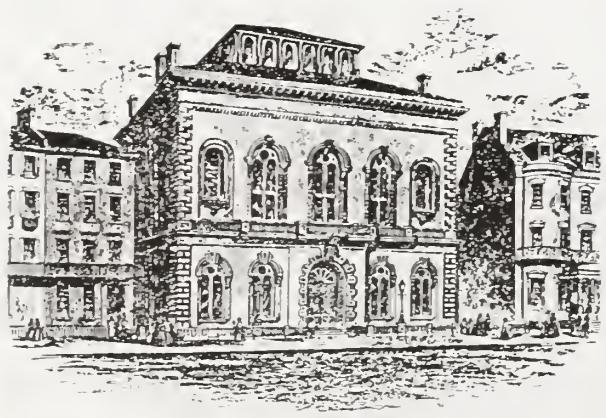
IndArt 230 **Electronics I**	Tu 3:00-5:30pm 3 Credits 340256

Watertown
Watertown High School
51 Columbia Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00-7:30pm 3 Credits 347606
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30-10:00pm 3 Credits 348000
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00-7:30pm 3 Credits 348408

1780
Future president John Adams, among others, founds the American Academy of Arts and Sciences in Boston.



1852
The Boston Public Library is founded; it was the first major tax-supported library in the United States

1648
The town school of Dedham is built, in response to a compulsory school establishment regulation—the first in America—of the Massachusetts Bay Colony.

OccEd 205 **Curriculum Development** **In Occupational Education**	Tu 7:30-10:00pm 3 Credits 348709
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00-7:30pm 3 Credits 349006

● West Roxbury
West Roxbury High School
1205 VFW Parkway

On-site registration: September 5, 6:00-8:00pm*

AF 210 **Financial Accounting**	Th 6:30-9:00pm 3 Credits 333356
AmSt 205 **The Fifties**	W 6:30-9:00pm 3 Credits 334051
Biol 111 **General Biology I** Lab fee: $20.00	MW 6:00-9:00pm 4 Credits 335104
Engl 101** **Freshman English I**	MW 6:30-7:45pm 3 Credits 338259
Engl 102 **Freshman English II**	TuTh 6:30-7:45pm 3 Credits 338550
Engl Z106 **Oral Communication**	M 6:30-9:00pm 3 Credits 338801
Math 110** **Basic Algebra**	Tu 6:20-9:10pm 3 Credits 341155
Math 125** **Introductory Statistics**	W 6:20-9:10pm 3 Credits 341359
Nurs 201 **Pathophysiology**	Tu 6:30-9:00pm 3 Credits 342957
Psych 241 **Infancy and Childhood Development**	M 6:30-9:00pm 3 Credits 344852
Sociol C140 **Life Cycle**	W 6:30-9:00pm 3 Credits 345303
Span 105 **Basic Spanish for Communication I**	Tu 6:30-9:00pm 3 Credits 345955
WoSt 180b **Women and Addiction**	S 11:30am-2:00pm (Nov 4-Dec 16) 1 Credit 346901

● UMass/Boston Harbor Campus
Boston, MA

On-site registration: August 1-September 5 M-Th 9:00am-7:00pm; F 9:00am-4:00pm; Division of Continuing Education Office, Wheatley Hall, 2nd Floor, Room 203*

AF 210 **Financial Accounting**	S 11:30am-2:00pm 3 Credits 333403
AF 211 **Managerial Accounting**	S 8:30-11:00am 3 Credits 333607

1806
The African Meeting House is built by the African Baptist Church Society on Beacon Hill in Boston. The restored building now houses the Museum of Afro-American History.

● UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Plaza)
Boston, MA

On-site registration: August 26, 10:00am-12:00noon*

AF 210 **Financial Accounting**	M 6:00-8:30pm 3 Credits 333411
Biol 108 **Introduction to Nutrition**	S 8:30-11:00am 3 Credits 334904
Econ 101 **Introduction to Microeconomics**	M 6:00-8:30pm 3 Credits 336508
Engl 101** **Freshman English I**	S 11:30am-2:00pm 3 Credits 338209
Engl 102 **Freshman English II**	S 8:30-11:00am 3 Credits 338500
Engl C204 **The Nature of Literature: Fiction**	S 8:30-11:00am 3 Credits 337758
Engl C210 **Introduction to Creative Writing**	S 11:30am-2:00pm 3 Credits 337952
GES 225 **Weather and Climate**	Th 6:00-8:30pm 3 Credits 338827
Hist 112 **Modern Western Civilization**	S 11:30am-2:00pm 3 Credits 339205
Psych 101 **Introductory Psychology**	S 8:30-11:00am 3 Credits 344404
Psych 200 **Personality**	W 6:00-8:30pm 3 Credits 344608
Sociol C140 **Life Cycle**	S 11:30am-2:00pm 3 Credits 345353
WoSt 180a **Women, Work and Stress**	S 11:30am-2:00pm (Sep 9-Oct 28) 2 Credits 346707

AmSt 205 **The Fifties**	S 11:30am-2:00pm 3 Credits 334001
Art C100 **The Language of Art**	S 8:30-11:00am 3 Credits 334255
Biol 101 **The Basis of Life**	S 8:30-11:00am 3 Credits 334653
Econ 101 **Introduction to Microeconomics**	S 8:30-11:00am 3 Credits 336558
Hist 265 **American History I**	S 8:30-11:00am 3 Credits 339459
Ling Z151 **Elementary American Sign Language I**	MTh 5:00-6:15pm 3 Credits 340913
Ling Z152 **Elementary American Sign Language II**	TuTh 7:30-8:45pm 3 Credits 340939
Math 110** **Basic Algebra**	S 8:30-11:15am 3 Credits 341105
Math 125** **Introductory Statistics**	S 11:30am-2:15pm 3 Credits 341406
MGT 130 **Introduction to Business**	S 8:30-11:00am 3 Credits 341650
Phil 100 **Introduction to Philosophy**	S 8:30-11:00am 3 Credits 343953
PE 221 **First Aid and Cardiopulmonary Resuscitation** Note: Course fee is $195.00	S 8:30-11:00am 2 Credits 343351
PE 256 **Lifetime Fitness**	S 8:30-11:00am 3 Credits 343555
PolSci 122 **Government and Politics of the United States**	S 11:30am-2:00pm 3 Credits 344153
Psych 200 **Personality**	S 11:30am-2:00pm 3 Credits 344616
Psych 242 **Adolescence**	S 8:30-11:00am 3 Credits 345109
Sociol 101 **Introduction to Sociology**	S 11:30am-2:00pm 3 Credits 345557

** For your convenience, you may register at this site for courses offered here or at any other location.*

****Math Placement/ English Placement Test**

It is greatly to the advantage of the student to be placed in the proper course. Students are advised to consult course descriptions for prerequisites and equivalents before registering for math or English courses. To ensure placement in the right course, each student will be required to take a Math Placement Test before being admitted to a course that requires this test as indicated in its description. Each student registering for English 101 will be required to take an English Placement Test. These steps will prevent loss of time in switching courses or obtaining refunds after classes have begun. Please call 929-7900 for further information, and to schedule appointments to take the placement tests.

1862
The Land Grant College Act is passed, leading to the founding in Amherst of Massachusetts Agricultural College, now the three-campus University of Massachusetts. Here is the College as it appeard in 1890.

Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?

Further Information: Continuing Education Courses

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, the student must initiate the refund procedure by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records. If a student has made a payment with Master Card or VISA, the refund must be returned as a credit to the student's Master Card or VISA account. Unless a course has been cancelled by the University, the $20 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Cancellations of Underenrolled Courses

The Division of Continuing Education is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is a clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, students are encouraged to register early. There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period. Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Emergency Cancellation of Classes

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00-7:00am, Monday through Friday.

Students taking classes at off-campus sites should listen for radio announcements concerning closing of those locations.

Books

Books for all credit courses offered on or off campus may be purchased at the UMass/Boston bookstore. The bookstore is located in the Robert H. Quinn Administration Building at UMass/Boston's Harbor Campus. The Bookstore is open Monday-Thursday, 8:30am-6:00pm; Friday, 8:30am-5:00pm. At the beginning of the semester additional evening and Saturday hours are scheduled. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00.

I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying all University student service fees may obtain special I.D. cards for the use of on-campus libraries. These cards do not entitle the bearer to the use of athletic facilities or health services, or to student activities that require the payment of additional fees. Cards may be obtained at the Harbor Campus through the INFO Office (Wheatley Hall, 4th floor, room 181) during the following hours: Monday through Thursday 9:30am-12:00noon; 1:00-4:00pm; 5:00-6:00pm. The INFO Office will also be open on the first two Saturdays of the semester, September 9 and 16, from 10:00am until 2:00pm. The charge is $2.00.

The I.D. card fee will be included in the tuition bill of students registered for courses offered through state-funded programs (including all Extended Day courses). These students are not required to pay separately for I.D. cards.

Academic Standing

Degree-Seeking Students

A degree-seeking student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-degree-seeking student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass/Boston undergraduate catalog.

Non-Degree-Seeking Students

All non-degree-seeking students are subject to the following minimum retention standards:

Total UMass/Boston credits	Minimum cumulative average
1-11	1.75
12 and above	2.00

A non-degree-seeking student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are:

1. a typed letter of appeal stating
   a) the reasons leading to the academic standing;
   b) the student's academic goals; and
2. Transcripts from other schools attended.

A letter of recommendation from a UMass/Boston faculty member, accompanying these materials, is optional.

Materials should be submitted to: Faculty Council Committee on Standards and Credit, Office of Registration and Records, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393.

The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Special Programs

The special programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Among the special offerings this semester are University of Rhode Island credit courses at the graduate level leading to the master's degree in library and information studies.

The Division also conducts a range of special non-credit programs. Courses offered through these programs are taught by specialists selected by the University for their acknowledged expertise in particular areas. Special non-credit programs maintain the same high standards as all other University programs. Many non-credit offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEUs are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact A. Collins Jenko at 617 929-7900.

1836–7
Mary Lyon establishes Mount Holyoke Female Seminary (later Mount Holyoke College), the first women's college in the United States.

1635
The Boston Latin School, one of the oldest free public schools in the United States, is founded.

Graduate Study in Library and Information Studies

The Program

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island Master's degree in Library and Information Studies (MLIS).

The MLIS degree requires 36 hours of credit, of which 21 hours may be completed in Boston. Fifteen hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis. The program leading to the MLIS degree is accredited by the American Library Association; the School Library Media Specialist Program is accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and approved by the Interstate Certification Compact states.

For more information about the Graduate Program in Library and Information Studies, please write or call Patricia Jensen, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, R.I. 02881; 401 792-2878.

The courses presently being offered at UMass/Boston's Harbor Campus are:

LSC 503
Collection Development
Introduction to process, practices, and problems of collecting, building, maintenance, and evaluation regardless of format or subject of material, type of institutional setting, or community or client group served.

September 14–December 14, Th 6:00–8:30pm, Harbor Campus, 3 University of Rhode Island graduate credits, Sched No 50503-41

LSC 544
Information Science for Librarians
An introduction to the interdisciplinary study of information science related to information (data) collection, analysis, processing, transmission, utilization, and communication, with emphasis on bibliographic data and its retrieval in modern libraries and information centers.
Prerequisite: LSC 502 and 504 or permission of instructor.

September 11–December 11, M 6:00–8:30pm, Harbor Campus, 3 University of Rhode Island credits, Sched No 50444-41

The fee for each course is $405.00 To register, please use the Registration Form for Special Programs in this Bulletin. For further information about these and other library and information studies courses offered in Boston through this program, please write or call the Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.

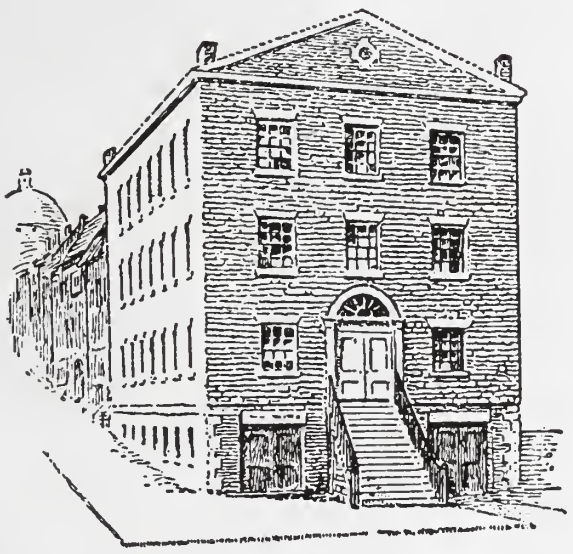
How to Register

For your convenience, registration for the Division of Continuing Education's non-credit programs, and for courses in Library and Information Studies, is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $25.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times: M–Th, 9:00am–7:00pm; F, 9:00am–4:30pm. Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M–F, 9:00am–3:30pm). The Bursar's Office will give you a receipt, which you must submit with your registration form.

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have any further questions, call us at 929-7900.



1821
The Boy's Classical (or English) School is established in Boston.

Registration Form for Special Programs

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ — ___ — ___ Date

Name
Last First Middle Initial

Address
No Street City State Zip

Daytime Phone: ( )

Evening Phone: ( )

Date of Birth
Mo Day Year

Course Selections

Sched No	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail, your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm, Monday through Friday.

Payment $

Late Fee (if applicable) $25.00

Total Payment Enclosed $

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd. Date:

Batch Bank No.

For Office Use

1964
The University of Massachusetts at Boston is established. UMass/Boston welcomed its first students the following year at the old Boston Consolidated Gas Company Building, now the University's Downtown Center.

For more information...

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang Crumlin at 929-7900.

Descriptions of Non-Credit Special Programs

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and Detoxification centers;
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (which includes a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate.

Psychopharmacology
Prerequisite: Permission of program director

Sep 12–Dec 12, Tu 7:30–9:30pm, Sched No 96569-41, 3 CEUs, Fee: $240.00

Family Alcoholism and Chemical Dependency Treatment
Prerequisite: Permission of program director

Sep 12–Dec 12, Tu 5:00–7:30pm, Sched No 96565-41, 3 CEUs, Fee: $240.00

The Use of Alcohol and Other Drugs in Society
Prerequisite: Permission of program director

Sep 9–Dec 9, S 9:00–11:00am, Sched No 96550-41, 3 CEUs, Fee: $240.00

Counseling the Alcoholic and Other Chemically Dependent Persons
Prerequisite: Permission of program director

Sep 9–Dec 9, S 1:00–3:00pm, Sched No 96551-41, 3 CEUs, Fee: $240.00

The Delivery of Alcoholism/Chemical Dependency Treatment Services
Prerequisite: Permission of program director

Sep 9–Dec 9, S 11:00am–1:00pm, Sched No 96552-41, 3 CEUs, Fee: $240.00

Pre-Practicum Workshop
Prerequisite: Permission of program director

By arrgt. with program director, Sched No 96549-41, 2 CEUs, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation
Prerequisite: Permission of program director

By arrgt. with program director.
First meeting: Saturday, September 9, 9:00 am, Sched No 96561-41, 10 CEUs, Fee: $800.00

Related Course

Group Treatment of Addictions

The treatment of choice for the addictions is group therapy. This course examines the dynamics which explain the effectiveness of group therapy for the treatment of the addictions. Participants receive instruction and experience in the facilitation of these processes within a group.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by Diane Pita-Doyle, PhD, a licensed psychologist and independent substance abuse therapist.

Sep 11–Dec 11, M 5:00–7:00pm, Sched No 96566-41, 3 CEU's, Fee: $240.00
Sep 11–Dec 11, M 7:00–9:00pm, Sched No 96566-42, 3 CEU's, Fee: $240.00

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Services program must obtain the prior approval of Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from Jack Hughes, Director of Professional Development Programs, Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.

The Auditor's Institute

A collaborative training program co-sponsored by the Division of Continuing Education and the Office of the State Auditor, the Institute is committed to providing persons interested in government and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The Institute offers programming related to human service management, as well as various topics in governmental auditing. The Institute welcomes requests for further information concerning its programs, as well as suggestions for new offerings. Further information about the Auditor's Institute is available from Jack Hughes, Director of Professional Training Programs, Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.

Graduate Test Preparation Courses

Developed in cooperation with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. These courses have been scheduled in advance of the dates of tests for which students are preparing.

Enrollment is limited. Please register early.

Review for the Graduate Record Examination (GRE)

Review for the October 14 GRE
Sep 5–Oct 12, TuTh 6:00–9:00pm, Sched No 10000-41, Fee: $275.00

Review for the December 9 GRE
Oct 26–Dec 7, TuTh 6:00–9:00pm, Sched No 10000-42, Fee: $275.00

Review for the February 3 GRE
Dec 26–Feb 1, TuTh 6:00–9:00pm, Sched No 10000-43, Fee: $275.00

Review for the Graduate Management Admission Test (GMAT)

Review for the October 21 GMAT
Sep 11–Oct 18, MW 6:00–9:00pm, Sched No 10002-41, Fee: $275.00

Review for the January 27 GMAT
Dec 6–Jan 24, MW 6:00–9:00pm, Sched No 10002-42, Fee: $275.00

Review for the Law School Admission Test (LSAT)

Review for the September 23 LSAT
Aug 15–Sep 21, TuTh 6:00–9:00pm, Sched No 10001-41, Fee: $225.00

Review for the December 2 LSAT
Oct 17–Nov 30, TuTh 6:00–9:00pm, Sched No 10001-42, Fee: $275.00

Microcomputer Workshops

These practical, hands-on workshops are designed to introduce new users to Macintosh or IBM-PC (or compatible) personal computers, or to build on previously acquired fundamental skills. Participants in these workshops have additional access to the microcomputer lab outside class time for self-directed practice of material covered during class.

Please note: These workshops are open to matriculated, non-degree-seeking, and certificate students. For students in UMass/Boston's College of Arts and Sciences, they can provide assistance toward completion of the CAS certification in computer competence.

Introductory Personal Computer Literacy

This workshop presents an overview of the operating system of the IBM-PC (or compatible) and introduces the novice to basic applications: word processing, spreadsheets, business graphics, database management, and communications. No previous microcomputer experience is required.

Oct 7–Oct 24, Sat 9:30am–1:00pm, Harbor Campus H/3/Lab 3-B, Mr DiGuardia, Sched No 89995-41, Fee: $150 (plus $10 lab fee)

Introduction to WordPerfect on the IBM-PC

Basic word-processing skills using WordPerfect on the IBM-PC. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required. Limited enrollment.

Sep 12–Sep 26, TuTh 6:00–8:30pm, Harbor Campus H/3/Lab 3-B, Ms Lally, Sched No 89998-41, Fee: $150.00 (plus $10 lab fee)

Introduction to WordPerfect on the Macintosh

Basic word-processing skills using WordPerfect on the Macintosh. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required. Limited enrollment.

Oct 7–Oct 28, Sat 9:30am–1:30pm, Harbor Campus H/UL/030, Ms Kelley, Sched No 89997-41, Fee: $150.00 (plus $10 lab fee)

Introduction to Lotus 1-2-3 on the IBM-PC

An explanation of electronic spreadsheets using Lotus 1-2-3. Topics include creating, saving, retrieving, and printing arithmetic models (budgets, income/expense statements, grade lists) No PC or computing experience is reqquired. Limited enrollment.

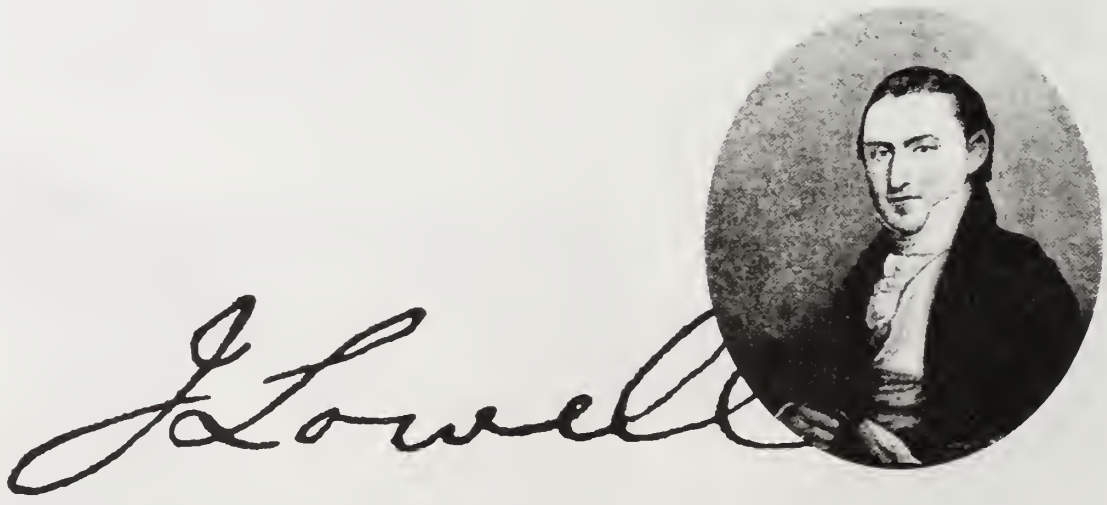
Oct 21,28, Nov 4, Sat 9:30am–1:30pm, Harbor Campus H/3/Lab 3-B, Ms Perrotto, Sched No 89999-41, Fee: $150.00 (plus $10 lab fee)

Intermediate Lotus 1-2-3 on the IBM-PC

Exploration of sophisticated Lotus 1-2-3 features: creating and printing graphs, database applications, functions, table handling, and macros. Participants are expected to have completed Introduction to Lotus 1-2-3, or to be familiar with basic Lotus functions. Limited enrollment.

Nov 18,25, Dec 2, Sat 9:30am–1:30pm, Harbor Campus H/3/Lab 3-B, Ms Perrotto, Sched No 89996-41, Fee: $150.00 (plus $10 lab fee)

Save time!
Register now by mail or telephone.
See page 3 for details.



1836
The Lowell Institute, which continues to sponsor free public lectures, is founded according to the will of John Lowell.